



# CLASS "D" BARTENDER'S LICENSE INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 EMAIL: [LICENSE@MILWAUKEE.GOV](mailto:LICENSE@MILWAUKEE.GOV)

**LICENSE YEAR - BIENNIAL:** Licenses will expire on December 31 of the year after the date of granting.

**REQUIREMENTS:** Applicants must have attained the age of 18 years at the time of filing.

**ALL NEW APPLICANTS MUST COMPLETE A RESPONSIBLE BEVERAGE SERVER COURSE. CALL MATC AT (414) 297-8370 OR THE BARTENDING COLLEGE AT (414) 302-5050 FOR ENROLLMENT INFORMATION. APPLICANT MUST PROVIDE PROOF OF COMPLETION BY SUBMITTING A COPY OF CERTIFICATE TO THE LICENSE DIVISION.**

(If it has been more than 2 years since the applicant has completed the Responsible Beverage Server Course, held an Alcohol Beverage License, manager's or Class "D" Bartender's License, the applicant is considered to be a new applicant and subject to the requirement of completing a Responsible Beverage Server Course. Applicants attending Wisconsin C.A.R. E., T.I.P.S. or N.R.A. training courses must have certificates/diplomas, which indicate that the course complies with Wisconsin Stats. 125.04 & 125.17.)

## **APPLICATION:**

Complete, print, sign and mail application to City Clerk License Division, City Hall, 200 E. Wells Street, Room 105, Milwaukee, WI 53202. If the applicant has completed the Responsible Beverage Server Course, a copy of the certificate should be submitted with the application. Applicants who have held a license in the last two years outside of the city of Milwaukee must provide proof of such, prior to the issuance of their license.

**LICENSE FEE:** \$50.00, **Must be submitted with application.** Checks made payable to the City of Milwaukee.

**REFUNDS:** In the event of license denial or withdrawal of the application by the applicant, \$21.00 of the application fee shall be retained for administrative and processing costs. Please allow four to six weeks from the date of your request for processing.

## **FINGERPRINTING:**

No later than 5 working days after filing an application, all new applicants whose fingerprints are not on file with the police department must report to the Police Administration Building, 951 N. James Lovell Street (7<sup>th</sup> St), Room 305, between the hours of 6:00 AM and 6:00 PM to be fingerprinted by police personnel. *Renewal applicants do not need to be re-fingerprinted by the police department.*

## **GRANTING:**

Licenses are granted by the Common Council at regularly scheduled meetings, which are usually held once a month. It generally takes about (5) to (6) weeks to process an application provided you follow the above instructions in a timely manner. Please note that no meetings are held during the month of August. After a license has been granted, it will be mailed to the applicant's home address listed on the application.

## **DENIAL/REVOCATION:**

If a license is denied by the Common Council, due to a police record, no applicant can reapply within 12 months of the date of denial.

Licenses may be denied or revoked by the Common Council if a bartender violates the law or fails to comply with the rules and policies, which have been set by the Common Council and the Utilities and License Committee.



**City  
of  
Milwaukee**

ccl-110b (12/03)

## **BARTENDER'S LICENSE APPLICATION**

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*Any incomplete application or application submitted without the required \$50.00 fee will be returned. Checks should be made payable to the City of Milwaukee. Return to above address.*

<b>Legal Name:</b>			
First Name	Middle Initial	Last Name	Suffix (Jr. Sr., etc.)
List any other names by which you have been known on official records:			
Address:			Apt. #
City		State	Zip Code
Home Phone Number ( ) -		Date of Birth:	
<b>WITHIN THE LAST TWO YEARS HAVE YOU:</b> Held a bartender's license or Class "B" Manager's License in the State of Wisconsin? YES <input type="checkbox"/> NO <input type="checkbox"/> Held a Class "A" or "B" Alcohol Beverage license? YES <input type="checkbox"/> NO <input type="checkbox"/> Completed a Responsible Beverage Server Training Course in the State of Wisconsin? YES <input type="checkbox"/> NO <input type="checkbox"/> <b>If you answered 'No' to all three of the above questions, you must complete a Responsible Beverage Server Course. Proof of above must be submitted to the License Division before the issuance of the license.</b>			
<b>ESTABLISHMENT AT WHICH YOU INTEND TO BE EMPLOYED (IF KNOWN):</b> Business Name: Address:  Every licensee is required to read and understand all laws, ordinances, rules and regulations pertaining to the sale and dispensing of alcoholic beverages, including those listed in Chapter 125 of the Wisconsin State Statutes and Chapter 90 of the Milwaukee Code of Ordinances.  <b>I understand that if I am denied this license due to information contained on my police report, I cannot reapply for this license within 12 months of the date of the denial.</b>  SIGNATURE _____ DATE: _____			
<b>For Office Use Only:</b>  License # _____ Specialist _____ Initials _____ Filed _____ License # _____  Granted _____ Issued _____ <input type="checkbox"/> Beverage Course Completed _____			

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